



DUAL CREDIT/ TRANSITION PROGRAM APPLICATION PROCESS AND FORMS FOR TRADES PROGRAMS

Dual Credit/Transition programs, which include study in NIC's Trades programs, are available for secondary school students. This package contains information about the process that you will need to follow, activities that you will need to undertake, and the forms that you are required to complete if you would like to engage in dual credit courses or programs with North Island College.

NIC reserves limited number of seats for Dual Credit students wishing to enroll in many of our Trades programs. In order to be considered for one of these seats, it is imperative the timelines below are followed. Applications after these timelines will continue to be accepted and will follow NIC's Admission Policy (first qualified, first invited based on space available).

REQUIRED APPLICATION STEPS

All students interested in Dual Credit are required to complete the following three steps:

1. Undertake Career Preparation and Education Planning with your high school

- Prior to beginning your timetabling process for Grade 12 in the spring, meet with your Career/High School Counsellor to identify careers of personal interest and prepare documentation to support your intended career direction. Discuss whether Youth Train in Trades*/Dual Credit programs at NIC meet these goals.
- Visit the North Island College website for detailed program information: www.nic.bc.ca
- Questions may be directed to your Career /High School Counsellor or to NIC's Educational Advisors (call 1-800-715-0914 to book an appointment).
- Complete the Dual Credit Student Education/Transition Plan with your Career /High School Counsellor (included with this admission package).
- Make arrangements to meet with NIC program instructor to learn more about the program and suitability. Have the instructor sign the instructor signature form (included with this admission package).
- Each NIC program has specific entrance prerequisites that must be met prior to entry into the program. These are listed in the NIC calendar on the web page for each program at www.nic.bc.ca. Enroll in courses at your high school that will best prepare you for your chosen career path and which will meet the post-secondary program prerequisites that you will require for admission to North Island College.
- If you want to use NIC course credits for your high school graduation certificate, please be aware that you are responsible for confirming with your Career /High School Counsellor that your program/courses are acceptable to your high school for graduation credit.
- If you are a student with disabilities, applications will need to be considered at least 6 months in advance of the intended program start date (see information included in this admission package for students with disabilities on how to receive support).

* formerly known as ACE-IT

2. Apply to North Island College

In order to be considered for reserved seating, dual credit applications must be received on or before the last Friday in May (September programs) or on or before the second Friday in October (January/February & July programs). Qualified applications may still be considered after deadlines depending on seat availability.

A) To apply for an NIC program as an Youth Train in Trades/Dual Credit student, the following forms need to be returned to NIC Admissions by your Career/High School Counsellor (complete all forms included in this admission package in ink and keep a copy for your records):

- NIC Dual Credit Application Form
- Applicant's Statement of Readiness
- Parent/Guardian Statement
- District Career Education Facilitator Form
- School District Sponsorship Agreement
- Freedom of Information Release
- Official Secondary School Transcripts (obtain interim or final from your High school and submit with application forms)

The following forms need to be returned to your Career/High School Counsellor, but are not required to be submitted to NIC:

- Dual Credit Student Education Transition Form
- NIC Instructor Signature Page

B) The following programs require the completion of an Assessment:

- Electrical Foundation
- Metal Fabrication Foundation
- Plumbing & Piping Foundation
- Professional Cook (Culinary Arts)
- Welding Foundation

Assessments can be booked by calling NIC directly 1-800-715-0914. Assessment fees must be paid in advance of testing time (\$15) at Student Services, unless the School District has agreed to sponsor (sponsorship form included with this package).

Alternative Math and English placement assessments in lieu of specific course prerequisites for admission purposes are intended for students no longer attending high school. Youth Train in Trades/Dual Credit students may only use placement assessment for admission purposes with the recommendation of the Career/High School counsellor.

3. Next steps

Submit your completed application to your Career/High School Counsellor to review and to forward to NIC Admissions for processing. . Both the applicant and the Career/High School Counsellor will be notified directly of the outcome and information on next steps.



STUDENTS WITH DISABILITIES - additional application steps

Students with disabilities should identify themselves to NIC's Access for Students with Disabilities (ASD) Department contact at the NIC campus nearest you. Applicants should be identified to the NIC ASD Faculty member at least 6 months in advance of the intended program start date.

1. At an initial meeting, the role of ASD will be explained, and consents for release and exchange of information will be completed and signed. These consents may be for School District staff, medical professionals or other agencies that may have completed assessments or consultations with the student.
2. ASD will then gather disability-related documentation from the School District (SD) or other sources as needed. This information is required to assess the support needs of each student with disabilities attending NIC.
3. ASD Faculty will review the documentation, and meet with the instructor and applicant to discuss possible technical or classroom/practical requirements for the trade or career they are pursuing, e.g. determine the hearing requirements for Nursing, physical demands for plumbing, etc.
4. ASD will then develop an Accommodation (Support) Plan, as is done for any student receiving ASD services at NIC.
5. ASD will then consult with School District personnel on a case by case basis regarding who best can provide the disability supports that are required. All accommodations required within the NIC classes, including exam accommodations, will be coordinated by NIC faculty.
6. Another meeting will be arranged with the applicant to discuss accommodations and support services that the applicant is eligible to receive through the School District and NIC. SD staff will be invited to this meeting.
7. If accepted into the program, a standard accommodation letter will be sent to the program instructor and will be signed by the student, NIC/ASD faculty and SD staff (if involved) in the delivery of supports and/or accommodations.



North Island College Student Number	PEN: Personal Education Number
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Legal Last Name / First Name / Middle Name	Preferred First Name		
Mailing Address	City	Province	Postal Code / Phone: Home
E-Mail Address	Birth Date: YY/ MM/ DD	Gender M <input type="checkbox"/> F <input type="checkbox"/>	Social Insurance No.
Emergency Contact Name: _____ Phone: BUS _____ HOME: _____ (Voluntary Disclosure) Disability/medical condition? Yes <input type="checkbox"/>	Canadian Citizen: <input type="checkbox"/> Permanent Resident: <input type="checkbox"/> Country of Origin _____ (Voluntary Disclosure) Do you identify yourself as an Aboriginal person? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, are you: First Nations <input type="checkbox"/> Metis <input type="checkbox"/> Inuit <input type="checkbox"/>		
NIC will provide you with information about receiving support services.			

Program	Use FULL program name as listed in the North Island College Calendar.
Campus/Centre	
Start Term: Choose which session by entering the year beside the term.	
Fall (Sept-Dec)/Year	Winter(Jan-Apr)/Year
Spring(May-June)/Year	Summer(July-Aug)/Year

Courses	

DECLARATION PLEASE READ THE FOLLOWING BEFORE SIGNING:

I declare that the information I have submitted on the application is true and correct. Falsifying any document or information submitted will result in the immediate cancellation of admission or registration at the College.

I understand that this information along with subsequent information is collected under the authority of the College and Institute Act. This information will be protected and used in compliance with the BC Freedom of Information and Protection of Privacy Act for the purpose of admission, registration, research, graduation, alumni development and other purposes consistent with the mandate of the institution.

For dual credit courses/programs, I understand that all the details of my application, studies, and student conduct record will be shared openly between NIC and the applicable school district. **I understand while attending NIC, I must observe all college policies.**

Signature: _____ Date: _____

For Office Use Only
Received By _____ Date and Time Received _____



APPLICANT'S STATEMENT OF READINESS

Student Name: _____ Date: _____

Describe why you have chosen this career area.

Describe how your work experience or school activities have prepared you for this program.

Describe what you will do to be successful in this program.



PARENT/GUARDIAN STATEMENT

(to be completed by the Applicant’s Parent or Guardian)

The applicant has indicated an interest in studying at North Island College. Keeping in mind that they would be studying in an adult learning environment, in which they are expected to be self-motivated and self-directed and not reliant on others to assist in the organization of their learning activities, we ask you to answer the following questions:

Please tell us about your son or daughter’s ability and comfort level in communicating with adults.

Please tell us about your son or daughter’s ability to be an independent and self-directed learner.

Your signature indicates your support for this applicant to take the identified program or course at NIC and your responsibility to support this student in their studies.

Parent/Guardian Signature

Date

Student Name (please print)



Student Name

District

This applicant has indicated an interest in studying at North Island College. Keeping in mind they would be studying in an adult learning environment where they would be communicating with adults in a cooperative learning environment, please answer the following questions.

Does this student have any identified special needs or learning challenges? YES NO

Applicants who require accommodations and supports must notify NIC/ASD six months before the start of their program to provide time for required accommodations to be put into place.

Please comment on this student's academic readiness and maturity to study in an adult environment. If the student does not meet the academic admission requirements but you believe the student should be provided an option to write a math/English placement assessment, please advise and provide rationale.

Self-motivation and commitment to learning are important attributes for a successful learner at the post-secondary level. How do you view this student in this regard?

Do you recommend this student to take the identified course(s)/program at NIC?

- No. I do not have enough information at this time to make a recommendation.
- Yes. I have worked closely with this applicant, and I believe they have shown readiness for this opportunity. I support their application to NIC.

Is NIC to invoice the School District directly for any fees for this applicant?

- No. Career/High School Counsellor will inform the Applicant how to request reimbursement if applicable.
- Yes. Career/High School Counsellor to complete attached School District Sponsorship Agreement (attached) for NIC permission to invoice the School District directly.

Or

- Yes. Career/High School Counsellor will provide NIC with letter of sponsorship under separate cover. Note: Sponsorship letter must be received by NIC prior to fee deadline for student to retain seat in program/courses.

Signature of District Career Coordinator/High School Counsellor

Date

Telephone

Email Address



Office of the Registrar
2300 Ryan Road
Courtenay BC V9N 8N6
T: 1-800-715-0914 E: Admissions-CW@nic.bc.ca

SCHOOL DISTRICT INFORMATION

We hereby undertake to sponsor:

Name of Student in the Name of program or course(s)

From: to for the following amounts.
MONTH/ YEAR MONTH/ YEAR

Note: NIC Policy 4-04 Fees and Refunds applies to all dual credit students and their sponsors.

Please check applicable boxes:

- Assessment Fee \$15.00 Lab Fee
Books up to \$ Learner Fee
Tuition up to \$ NISU (Student Society)

Additional Instructions

School District Name

Mailing Address

City Prov. Postal Code

Telephone () Fax () Email

Contact Name (print)

Title (print)

Signature

Date



Office of the Registrar
2300 Ryan Road
Courtenay BC V9N 8N6
T: 1-800-715-0914 E: Admissions-CW@nic.bc.ca

FREEDOM OF INFORMATION RELEASE

(to be completed by the Applicant)

North Island College is governed by the Freedom of Information and Privacy Act (FIPPA) and as such is not able to discuss student progress and attendance with a parent/guardian without the permission of the applicant/student. Your signature below provides permission to your parent/guardian to access your student record information.

I give permission to share information about my student record, including grades, attendance and performance with my parent/guardian during the current academic year.

Applicant/ Student Name (print) Birthdate

_____ has my permission to access my student records,
Parent or Guardian Name (print)

registration and any personal information necessary for, or pertaining to, my application and enrolment at North Island College and to conduct student related business at North Island College on my behalf.

Permission is in effect:

From _____ To: _____
MONTH / DAY / YEAR MONTH / DAY / YEAR

Student Authorization:

I hereby give authorization as identified above:

Student Signature: _____ Date: _____



This form should be completed by the Applicant and the Career/High School Counsellor. This form is required by your School District for funding purposes and does not need to be returned to North Island College as part of the Admission process.

Develop your education plan including the courses required for entry into the program and the dual credit courses you will receive while attending North Island College or other post-secondary institutions.

1. Ensure you have included and considered your graduation requirements in your Transition Plan.
2. You may need to modify your timeline to achieve your graduation requirements and to participate in the program.
3. Complete the 3 Year Education/Transition plan in full, beginning with your Grade 10 courses.
4. Timetable changes should be made with the approval of your District Career Coordinator/High School Counsellor.
5. Include any Dual Credits and SSA Credits in your predicted credit count.

Name: _____ High School: _____

Dual Credit Program: _____ Date: _____

Students are required to complete a minimum of 80 credits (equivalent to 20 four-credit courses) in Grades 10-12 for graduation. Most students choose to complete more than 80 credits.						
1. Required Courses – 52 credits in courses listed below:						
COURSE		CREDITS		COURSE		CREDITS
Language Arts 10		4		Language Arts 11		4
Fine Arts or Applied Skills 10, 11, 12		4		Social Studies 11, Civics		4
Science 10		4		Mathematics 11 or 12		4
Mathematics 10		4		Science 11 or 12		4
Physical Education		4		Language Arts 12		4
Planning 10		4		* Graduation Transitions		4
Social Studies 10		4				
Note: Graduation = Minimum 4 Grade 12 level courses + * Graduation Transitions 12.						
2. Elective Courses – 28 credits Students can choose to complete elective requirements through the North Island Partnership – Dual Credit Programs/Courses (PSIB Credits) and/or Secondary School						
YEAR		YEAR		YEAR		YEAR
Gr 10 Sem 1	Gr 10 Sem 2	Gr 11 Sem 1	Gr 11 Sem 2	Gr 12 Sem 1	Gr 12 Sem 2	Post-Sec (PSIB)
Total credits		Total credits		Total credits		Total credits
Total credits predicted (Required + Elective) =				Predicted Graduation Date:		

Student Signature

Parent/Guardian Signature

Teacher/Counsellor Signature



This form should be completed and returned to your Career/High School Counsellor. It does not form part of your application to North Island College.

Student Name

District

NIC PROGRAM INSTRUCTOR or TRADES ADMINISTRATOR

(Department Chair signature can be obtained if the Instructor is not available; it is the student's responsibility to take this form to the instructor)

Instructor Name

Title

I have met with the applicant and discussed the following:

- a. Program and course content
- b. Level of skill necessary for successful program completion
- c. Expectations of an adult learning environment

I believe the applicant shows readiness for this opportunity. I support this application to NIC. I understand that the applicant must also meet the Program Admission Requirements and that my signature does not indicate an offer of Admission.

Instructor Signature

Date